Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Election Records

Schedule Number: 000-12-65

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: July 10, 2012

General Records Retention Schedule for
All Public Bodies
Election Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Candidate Records (State and local, including campaign finance records, nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records)		
	a. If elected	3	After term in office ended
	b. If not elected	3	After PAC terminated or after date of election, whichever is later
	c. Federal elections	2	After date of election
2.	Court Challenge Records		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. All others	2	After calendar year resolved
3.	Cumulative Independent Expenditure Notification Forms	3	After date of election
4.	Department of Justice Records (including submissions and Americans with Disabilities Act (ADA) records)	Permanent	Preserve pursuant to ARS §39-101
5.	Election Records (Voted ballots, voting abstracts (ARS §16-618, 619) and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS §16-615); unofficial poll lists and tally lists(ARS §16-616); chain of custody documents, logic and accuracy test records, hand count/ early ballot audit documents and related records)		
	a. State and Local Elections	6 months	After date of election
	b. Federal and Presidential Preference Elections	2	After date of election (ARS §16-624(A); USC §42-1974)

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	c. Political Subdivision Records i. If not retained by office	-	Transfer to political subdivision after election
	ii. All other records	-	After calendar year 2 regular elections held or after political subdivision ceases to exist or after political subdivision begins holding own elections, whichever comes first
6.	Election Violation Complaint Records a. Resolved through litigation b. Resolved without litigation	 5 2	 After litigation completed After date of election
7.	Maps (Precincts and districts, including legal descriptions)	Permanent	Preserve pursuant to ARS §39-101
8.	Official Canvass (ARS §16-646)	Permanent	Preserve pursuant to ARS §39-101
9.	Political Action Committee (PAC) Records a. Standing PAC i. Initial filing records ii. Jurisdictional filing records (records filed with jurisdictions where PAC is campaigning) b. All others	 3 3 3	 After PAC terminated After PAC terminated or after date of election, whichever is later After PAC terminated
10.	Polling Place Records (including consent forms) a. Presidential Preference Election (PPE) b. All others	 - 2	 After next PPE held After date of election
11.	Poll Worker for Election Day Records (including financial records, names, addresses, poll worked, sign-in sheets, reports and handouts and other related records)	2	After date of election
12.	Publicity Records (including pamphlets and other educational documentation for election issues) a. Historical	 Permanent	 Preserve pursuant to ARS §39-101

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	b. All others	-	After fiscal year election held
13.	Report of Voter Statistics (if issued)	10	After date of election
14.	Signature Rosters (including for traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots and for elections that are fully conducted via mail-in / on-line, this can be a roster/checklist of citizens that actually voted in the election)	Permanent	Preserve pursuant to ARS §39-101
15.	Title 19 Records (including initiatives, recalls and referendum)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. Petitions, certification sheets and related correspondence	1	After calendar year of election. If no election held, return petitions to petitioner
	c. Application for initiatives, recalls and referendum	10	After calendar year filed
16.	Video Recording of Ballot Counting and Related Records (for any statewide, county or legislative election)	30 days	After end of challenge period on general election (ARS §16-621)

Supersedes schedule dated April 20, 2012

Lisa Maxwell, Director
Records Management Division
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